



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 221346001

MCBO 5512.1B
B 011
5 SEP 2002

MARINE CORPS BASE ORDER 5512.1B

From: Commanding General
To: Distribution List

Subj: NO-FEE PASSPORTS

Ref: (a) MCO 5512.4N

Encl: (1) Sample Expedite Letter

1. Purpose. To provide instructions concerning the processing of no-fee passports as outlined in the reference.
2. Cancellation. MCBO 5512.1A.
3. Summary of Revision. This Revision contains a significant number of changes and should be reviewed in its entirety.
4. Information

a. The Military Personnel Branch, G-1, is designated as the Passport Assistance Area and is responsible for assisting Command sponsored military, DoD civilians, and authorized dependents traveling on official travel orders in acquiring no-fee passports. Due to organizational readiness, special assignments such as EOD and NCIF are required to possess a valid official passports. Special handling and processing of official and diplomatic passports for HMX-1 and MSGBN will be processed and maintained at those individual units.

b. Three passport agents in the Military Personnel Branch are appointed by the Department of State and are authorized to accept passport applications and administer oaths to personnel. Information regarding tourist passport applications can also be provided by the agents; however, they are not authorized to process tourist passports.

c. Passport photographs will be provided by Military Personnel Branch passport agents only for those with PCS/TAD orders and individuals applying for naturalization. Passport photos for tourist passports will not be taken.

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d. All necessary forms required by the reference are available from the passport agent.

e. This office is not authorized to process applications for contractors working aboard base or outside agencies.

5. Action

a. Personnel in receipt of official travel orders requiring the issuance of no-fee passports must contact the passport agent, Military Personnel Branch, Little Hall. All family members 14 years of age or older are required to report in person with ID cards. Applicants are responsible for providing the documents listed below:

(1) Proof of citizenship (original state certified copy of the original birth certificate, or a passport previously issued on the basis of accepted citizenship evidence, or original naturalization document) must be submitted with each application and will be returned with the completed passport to the applicant. The birth certificate must show affixed seal thereto. All active duty personnel, regardless of grade, must show proof of citizenship.

(2) For all active duty personnel being transferred to a billet in a NATO country which requires TAD to non-NATO countries, it is the responsibility of the monitor to determine with the billet sponsor which non-NATO countries will be visited. Also, the following statement must be included in the PCS orders of SNM: "The nature of duties to be performed requires the issuance of an official passport for PCS travel to _____ and projected TAD travel to _____. On the no-fee passport application insert PCS/TAD countries in the travel plans block."

(3) Two passport photographs. Applicants will be notified if additional photographs are required.

(4) One copy of official travel orders indicating that a passport is required.

(5) A completed passport application for each individual. These may be obtained from the passport agent prior to scheduled appointments.

(6) A form of ID with an attached photograph, e.g., Driver's License, Military ID card, etc.

(7) Original marriage certificate if previously married.

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(8) There will, however, be circumstances when only one parent or no parent is available to apply for a minor child. The following guidelines apply for each case:

(a) Availability of Both Parents. To apply when both parents or legal guardian(s) are available and able to appear in person to apply for the passport for the minor, they must establish three things:

- 1 Their own identity.
- 2 Their relationship to the child.
- 3 The child's US citizenship.

(b) Parental or Guardian Identity. The parents or legal guardian must present one of the following:

- 1 Valid Military ID card.
- 2 Valid Driver's License.
- 3 Valid US or foreign passport with recognizable photograph.
- 4 Naturalization Certification or Certificate of Citizenship.
- 5 Alien Registration Card issued by the Immigration and Naturalization Service.

(c) Relationship to the Child. The document submitted must show the names of the parents:

- 1 Certified US birth record.
- 2 Certified foreign birth record.
- 3 FS-240, "Report of Birth Abroad."
- 4 DS-1350, "Certification of Birth Abroad."
- 5 Adoption decree (must show adoptive parents' names).
- 6 Legal name change documentation.

(d) Child's US Citizenship. The following documents must be submitted for the child:

- 1 Certified US birth record.
- 2 Naturalization Certificate.
- 3 Previous US passport.

(e) Availability of One Parent. To apply the parent who appears in person must submit documentation to explain the absence of the other parent.


1 One parent may sign the application if he/she can provide one of the following:

- a Death certificate of the other parent;
- b A non-notarized signed statement from the absent parent consenting to the issuance of a passport for the minor;
- c The child's certified birth record (US or foreign) which lists only the name of the parent making the application for the minor;
- d The child's "Report of Birth Abroad" or "Certificate of Birth Abroad" which lists only the name of the parent applying for the passport;
- e A court order granting sole custody to the parent who is making the application and which **does** not contain restrictions on the minor's travel;
- f An adoption decree which lists the name of only the parent making the application;
- g A judicial declaration of incompetence of the absent parent;
- h A copy of the commitment order or other comparable document for the incarcerated parent.

2 If none of the above documentation is available, the parent who is applying for the passport must submit a non-notarized signed statement explaining why he/she cannot obtain the consent of the absent parent.

(f) No Parent Available to Apply. When there is no parent or guardian available to submit the application for the minor, then the person who applies for the child must appear in person with a notarized written statement or affidavit from both parents or custodial parents authorizing him/her to apply for the passport for the minor child. When the statement or affidavit is only from one parent, then evidence of sole custody must be submitted.

b. Personnel requiring no-fee passports will apply not later than 90 days prior to detachment in order to ensure receipt of passports by the required date.



D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

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(YOUR UNIT LETTERHEAD)

MEMORANDUM FOR DEPARTMENT OF STATE
Passport Services, Special Issuance Agency

DATE

From: Unit/Squadron
Unit/Squadron Complete
Mailing Address
To: Passport Services, Washington, DC

Subj: REQUEST EXPEDITE OF PASSPORT APPLICATION

1. Request passport application(s) for an official passport be expedited on the following individual(s):

Individual's Full Name (as completed on application)	SSN	DOB	Grade/Rank
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2. Individual(s) will be departing CONUS on date of departure for number of days/ months and requires the passport by date passport required by individual(s). Individual(s) was/were notified on date notified that he/she would be traveling to state non-NATO country requiring individual to have a passport for the purpose of state purpose of travel.

3. The last minute processing of this request was necessary because state reason for last minute processing to obtain an official passport (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his/her current duties did not require one).

4. Travel cannot be postponed to a later date because (state reason travel date cannot be altered).

5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at Commercial and DSN phone number.

SIGNATURE BLOCK
(Commander/Head)

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- .. **Replace all Italicized/Underlined Text**
- .. One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application.
- .. Memo must be signed by department head.
- .. The non-NATO country stated in the expedite memo must coincide with the non-NATO country stated on the passport application and DD Form 1056.
- .. **Orders must be submitted with expedite letter.** Blanket orders are not accepted by the Department of State. Orders must state same departure date and non-NATO country that is stated in the expedite memo, passport application, and DD Form 1056.

ENCLOSURE (1)